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NASA Procedural Requirements

NPR 6200.1B

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2008**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: NASA Transportation and General Traffic Management

Responsible Office: Logistics Management Division[| TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) |
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Appendix D: Format for Special Assignment Airlift Mission Requests

1. Special Assignment Airlift Mission requests should be submitted on a Standard Form 14, as included herewith. Data fields should be given in the order listed. Each field must be separated by a single slash (/). Each data set must end with a double slash (//). Information within a field cannot contain a slash as part of the data content, since automated requests will interpret this as an end of field marker. To indicate a blank field, enter "/-". A data set line may not exceed 69-characters. The entire data set may, however, require two or more lines of text. In this case, end each line with a complete field, and begin the continuation line with a single slash (/), followed by the next field. A data set field may not be split between two lines.

2. Message Identification (MSGID) Data set (Required)

- 2.1. (Mandatory) Enter the data set title, such as MSGID (five-character maximum).
- 2.2. (Mandatory) Enter the title of the message, e.g. AL1249 (six-character maximum).
- 2.3. (Mandatory) Enter the organization or location initiating the request (20-character maximum).

3. AL1249REQ Data set (Required)

- 3.1. (Mandatory) Enter the data set title, e.g., AL1249REQ (nine-character maximum).
- 3.2. (Mandatory) Enter the type of request, e.g., Special Assignment Airlift Mission (SAAM). (four-character maximum).
- 3.3. (Conditional) Enter the Special Assignment Airlift Mission number. Initial requests for airlift will not contain a number until assigned by the appropriate validator. Therefore, requesters should enter "/-" if the number is not known (four-character maximum).
- 3.4. (Conditional) Enter the airlift priority, e.g., 1B1 (three-character maximum). Requesters should enter "/-" if the priority is not known.
- 3.5. (Mandatory) Enter your unit identifier, e.g., NGB Andrews AFB (20-character maximum).
- 3.6. (Optional) Enter the project name, if applicable, e.g., drug interdiction. Enter "/-" if no project name (40-character maximum).
- 3.7. (Optional) Indicate if information addressees are to be copied on all subsequent messages by entering "Y." Enter "N" to exclude information addressees on subsequent messages (one-character maximum).

4. Onload/Offload (ONOFF) Data set (Required)

- 4.1. (Mandatory) Enter the data set title, e.g., ONOFF (five-character maximum)
- 4.2. (Mandatory) Enter the security classification on this line, e.g., "U"-Unclassified, "C"-Confidential, "S"-Secret, or

"T"-Top Secret (one-character maximum).

4.3. (Mandatory) Enter a reference number for each on/offload for each portion of the mission.

For multiple stops, enter a new reference number for each on/offload combination, e.g., ONOFF/U/1/KBLV/MYIG...ONOFF/U/2/KHRT/MYIG...ONOFF/U/3/KDYS/MYIG...This number will tie each on/offload location and its requirement to the commodity description in the load and hazardous commodity data sets (four-character maximum).

4.4. (Mandatory) Enter the name of the port of embarkation by name or International Civil Aviation Organization code (preferred entry) (16-character maximum).

4.5. (Mandatory) Enter the name of the port of debarkation by name or aviation code (preferred entry) (16-character maximum).

4.6. (Mandatory) Enter the Greenwich Mean Time, expressed as "Z time" for the available-to-load date, e.g., 140100ZJUL91. If the time should be coordinated, also enter "COORD" (12-character maximum).

4.7. (Mandatory) Enter the pick up and latest arrival date and time. Use Greenwich Mean Time expressed as "Z time," e.g., 140200ZJUL91. If time should be coordinated, enter "COORD" (12-character maximum).

4.8. (Conditional) Enter the number of passengers to be on or offloaded at each location. In the remarks data set, identify all foreign nationals. If mission is for cargo, indicate passengers who may be couriers or technical escorts (five-character maximum).

4.9. (Conditional) Enter the total weight of the any baggage, expressed in short tons, to the nearest tenth of a ton (five-character maximum).

4.10. (Conditional) Enter the total weight of the cargo, expressed in short tons, to the nearest tenth of a ton. Do not include baggage weight (five-character maximum).

4.11. (Conditional) Enter the total cubic feet of the cargo and baggage (six-character maximum).

4.12. (Optional) Enter any comments about the on or offloading or timing, i.e., To Be Determined (seven-character maximum).

5. Mission Requirements (MSNREQ) Data set (Optional)

5.1. (Mandatory) Enter the data set title, e.g., Mission Requirements (MSNREQ) (six-character maximum).

5.2. (Mandatory) Enter the security classification on this line. "U"-Unclassified, "C"-Confidential, "S"-Secret, "T"-Top Secret (one-character maximum).

5.3. (Mandatory) Enter a reference number for each movement requirement. This number will correspond to an onload or offload requirement number in the ONOFF data set (six-character maximum).

5.4. (Optional) Enter the number of aircraft requested (three-character maximum).

5.5. (Optional) Enter the type of aircraft requested (eight-character maximum).

5.6. (Optional) Enter the aircraft configuration requested (five-character maximum).

5.7. (Optional) Enter mission support requirements, e.g., forklifts, X-loaders, pallets, etc. (37-character maximum).

6. Load Data set (Optional)

6.1. (Mandatory) Enter the data set title, e.g., load (four-character maximum).

6.2. (Mandatory) Enter the security classification on this line, e.g., "U," "C," "S," or "T" (one-character maximum).

6.3. (Mandatory) Enter a reference number for each load description. This number will tie the load description in this data set to its requirement in the ONOFF data set (four-character maximum).

6.4. (Mandatory) Enter an identifier for each load description. This identifier, combined with the reference number, will tie the load description in this data set to the hazardous commodity description in the HAZCOM data set (one-character maximum).

6.5. (Mandatory) Enter the cargo commodity description. Include service nomenclature and Department of Transportation shipping name and class, if appropriate. Do not use slashes within this data set. Use a separate line for each commodity description. Begin each additional line of the data set with "LOAD/" (16-character maximum).

- 6.6. (Optional) Enter the quantity of pallets, vehicles, or pieces of nonpalletized cargo (4-character maximum).
- 6.7. (Optional) Enter the individual weight of all nonpalletized cargo, equipment, and vehicles or total weight of pallets, in pounds (six-character maximum).
- 6.8. (Optional) Enter the unit cubic feet of all nonpalletized cargo, or vehicles, or the total cubic feet of pallets (five-character maximum).
- 6.9. (Optional) Enter the length, in inches, of all nonpalletized cargo, or vehicles (three-character maximum).
- 6.10. (Optional) Enter the width, in inches, of all nonpalletized cargo, or vehicles (three-character maximum).
- 6.11. (Optional) Enter the height, in inches, of all nonpalletized cargo, or vehicles (three-character maximum).
- 6.12. (Mandatory) Enter the security classification of the cargo: "U"-Unclassified; "C"-Confidential; "S"-Secret; "T"-Top Secret; or "Y"-Classified (one-character maximum).

7. Hazardous Commodity Data Set (Optional)

- 7.1. (Mandatory) Enter the data-set title, i.e., HAZCOM (seven-character maximum).
- 7.2. (Mandatory) Enter the security classifications of this line, i.e., "U," "C," "S," or "T" (one-character maximum).
- 7.3. (Mandatory) Enter a reference number for each hazardous commodity description. This number will tie each hazardous commodity description in this data set to an on or offload requirement in the ONOFF data set (four-character maximum).
- 7.4. (Mandatory) Enter an identifier for each commodity description. The identifier, combined with the reference number, will tie the commodity description in this data set to the load description in the load data set (one-character maximum).
- 7.5. (Mandatory) Enter the proper shipping name of all hazardous items. Use the remarks data set, if necessary. Hazardous materials will not be airlifted unless all provisions of applicable regulations have been complied with (43-character maximum).
- 7.6. (Mandatory) Enter the packaging paragraph for hazardous items in accordance with applicable Air Force Regulations. (10-character maximum).
- 7.7. (Optional) Enter the total net explosive weight (three-character maximum). Indicate in the remarks data set by class, for each item containing Department of Defense class or division 1.1, 1.2, or 1.3 explosives.

8. Contacts Data Set (Required)

- 8.1. (Mandatory) Enter the data set title, e.g., Contacts (eight-character maximum).
- 8.2. (Mandatory) Enter the security classification of the line, i.e., "U," "C," "S," or "T" (one-character maximum).
- 8.3. (Mandatory) Enter the type of contact, e.g., Onload, En route, Best, Overall, Validator (10-character maximum).
- 8.4. (Mandatory) Enter the location of the contact (20-character maximum).
- 8.5. (Optional) Enter the full name of the contact (25-character maximum).
- 8.6. (Mandatory) Enter the office telephone number. Include Digital Sequencing Number and commercial number with area code, as applicable (18-character maximum).
- 8.7. (Optional) Enter the home telephone number. Include the area code (18-character maximum).

9. Billing Data Set (Conditional)

If message originates from a Special Assignment Airlift Mission validator, billing information is mandatory.

- 9.1. (Mandatory) Enter the data set title, e.g., billing (seven-character maximum).
- 9.2. (Conditional) Enter the appropriate chargeable funding code(s), as applicable. If none of these are available, include the name and address of the specific organization reimbursing on a direct billing basis (69-character per line maximum; 255-character total allowed).

10. Remarks Data Set (Optional)

- 10.1. (Mandatory) Enter the data set title, e.g., remarks (seven-character maximum)

10.2. (Optional) Provide the following: (2500-character maximum)

10.2.1. Purpose of the mission. A brief, concise, unclassified statement, e.g., Purpose - Mission is to airlift support equipment for Space Shuttle contingency landing.

10.2.2. Geographic location of information addressees. If an "N" was not entered in the INFOADDR field of the AL1249REQ data set, all information addressees included on the 1249 message will be copied on subsequent communications about the mission.

10.2.3. Justification for short-notice foreign clearance requirement of cargo and aircraft. Justification must include detailed description of the commodity requiring clearance and the name and telephone number of individuals who can provide additional justification for the emergency mission, if required.

10.3. Mission requests submitted within 72 hours of the desired movement date are considered an emergency. A statement as to the emergency requirement and the justification for airlift within 72 hours must be included in the remarks data set. The full name, military or civilian grade, and location must be included in the remarks.

TELEGRAPHIC MESSAGE

NAME OF		PRECEDEN	SECURITY	
		INFO :		
ACCOUNTING		DATE	FILE	
		05/13/97		
FOR INFORMATION				
NAME		PHONE	TYPE OF	
			<input type="checkbox"/> SINGLE <input type="checkbox"/> MULTIPLE <input type="checkbox"/> BOOK <input type="checkbox"/> ADDRESS	
THIS SPACE FOR USE OF COMMUNICATION				
MESSAGE TO BE <i>(Use double spacing and all capital letters)</i>				
TO:				
MSGID /TITLE/ORIGINATOR/ AL1249REQ /TYPE OF REQUEST (SAAM OR JCS)/NUMBER (IF PRIORITY/YOUR UNIT/PROJECT NAME (IF KNOWN)/INFO- NOFF /CLASSIFICATION/REF NUMBER/ONLOAD LOCATION/AVAIL LOAD DATE/EARLIEST ARRIVAL OR PICK UP ARRIVAL DATE/NUMBER OF PAX/BAGGAGE SHORT TONS/CARGO TONS /CUBE OF CARGO AND BAGGAGE/COMMENTS (IF MSNREQ /CLASSIFICATION/REF NUMBER/NUMBER ACFT/CONFIGURATION/MSN SUPPORT COMMENTS (IE, LOAD /CLASSIFICATION/REF NUMBER/CARGO REF/LOAD PLTS, VEHICLES, PCS NONPALLETIZED CARGO/CARGO POUNDS/CUBELENGTH/WIDTH/HEIGHT/SECURITY CLASSIFICATION OF				
			SECURITY	
		PAGE NO.	NO. OF PGS.	

STANDARD FORM 14
 REVISED 11-80 (MOD Etc net Dec 86) *GPO : 1980 O - 341-626
 GSA FPMR (41 CFR) 101-
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